

LSTA PANEL

ORGANIZATION AND OPERATION OVERVIEW

Authority

United States Code Title 20 - Education, Chapter 72 – Museum and Library Services, Section 9151: State advisory councils

Each State desiring assistance under this subchapter may establish a State advisory council which is broadly representative of the library entities in the State, including public, school, academic, special, and institutional libraries, and libraries serving individuals with disabilities.

Functions and Responsibilities

The Library Services and Technology Act (LSTA) Panel has the following specific responsibilities:

- Consider the needs of all types of libraries; seek the input and represent the views of citizens, library users, librarians, library trustees, friends groups, related associations and agencies.
- Advise the Division of Library and Information Services on guidelines, policy and priorities related to the administration of LSTA funds.
- Assist the division in the evaluation of grant applications and grant-funded activities.
- Assist the division in making funding recommendations on grant applications.
- Advise the division on the long-range plan for federal funding and priorities for use of federal funds.
- Assist in communicating division goals, plans, policies and activities to government officials and the general public.

The panel does not have approval or disapproval authority; rather, it makes funding recommendations to the Secretary of State.

Membership

The LSTA Panel consists of members appointed by the Secretary of State with advice from the director of the Division of Library and Information Services. The members broadly represent the library entities in the state.

Term of Appointment

Appointments are made for four-year periods and may be staggered.

Expenses of Members

Members will be reimbursed for actual expenses incurred while attending official panel meetings or performing official panel assignments. Expenses shall not exceed the limits of the state reimbursement policy (Section 112.061, *Florida Statutes*) for food, lodging and mileage and are subject to availability of funds.

Officers

The director of the Division of Library and Information Services or their designee serves as the chairperson of the panel. The chairperson presides at all meetings and carries out other duties that generally pertain to this office. The chairperson does not vote on funding recommendations; their role is to manage the panel meeting process.

Meetings

At least one meeting will be held each year. Additional meetings may be called as necessary.

Each member of the panel will receive written notice of any meeting at least 30 days prior to that meeting. Members should notify the division a minimum of 48 hours in advance of the meeting if they cannot attend. The Secretary of State may request that a panel member who has not attended two consecutive meetings be replaced.

Robert's Rules of Order is the authority for any parliamentary procedures. A quorum of the members is a simple majority of the panel membership. No business will be transacted if a quorum is not present. Recommendations of the panel will be determined by majority vote.

Florida's Public Meetings and Records Law – commonly known as the Sunshine Law – Section 286.011, *Florida Statutes*, requires that all meetings of state agencies be open to the public unless there is a specific statutory exemption. This law applies to any meeting of two or more officials of any public agency, advisory board or committee with the authority to make recommendations to a public agency.

Amendments

Division staff will continually monitor and revise the handbook as applicable. Current panel members will be advised of any revisions.